



Larry Hogan, *Governor*  
Boyd K. Rutherford, *Lt. Governor*  
A. Leigh Williams, *Esq. Director*

## FISCAL OFFICER

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund and the Maryland Renewable Energy Portfolio Standard (RPS), you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's clean energy policies. We are looking for the best and the brightest people to join the team that has made Maryland one of the nation's leaders in clean reliable energy.

**Responsibilities:** The Fiscal Officer is a key member of the MEA team, reporting directly to the MEA Director of Finance and Administration and performs all fiscal services for the Agency including budgeting, revenue accounting, fund management and cash management.

Typical duties include reviewing and assisting in preparing agency and program level budgets for executive approval; monitoring, preparing and analyzing monthly statements of fund/cash expenditures and balances; certifying funds and fund availability for personnel transactions and procurement requests for goods & services; preparing budget execution reports and budget amendments, journal entries and year-end closing documents. The Fiscal Officer will classify expenses and revenues; maintain chart of accounts; analyze financial data, budget requests amounts and justifications; and, assist with responses to budget inquiries from the Department of Budget and Management and the Department of Legislative Services.

**Qualifications:** Candidates should have at least a bachelor's degree, and preferably a master's degree, in Accounting or Financial Management from an accredited college or university as well as at least five years of professional experience in budgeting, financial management and funds and cost accounting to include three years performing advanced duties in the areas of cost accounting, systems accounting, federal fund accounting or bond and loan accounting. Candidates should have at least two years of the experience working with transactions in the Maryland State budget and accounting processes and be proficient with the State of Maryland accounting and budgeting system; specifically R\*STARS accounting system and FMIS.

Fiscal Officer candidates must exhibit strong organizational, analytical and mathematical skills used to develop and monitor agency budgets and fund accounts. Additionally, candidates must:

- possess the ability work independently, in teams, and under pressures of multiple high visibility deadlines
- possess strong written and oral communication skills
- be experts in spreadsheet software and Microsoft office products
- have availability for extended work hours as required to meet budget and financial deadlines

**To Apply:** Send cover letter, resume and salary requirements by email with "Fiscal Officer" in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates receive notification of receipt; however, only the top candidates will be invited to interview for the position.

**Salary:** This is a full time state employee position eligible for state benefits. Salary is commensurate with experience.